Review and Comment System

RevCom is DOE's single source for coordinating draft Directives

Key Features:

- Registrants are electronically notified when a document is available for review and comments
- Comments are made directly on-line
- DPCs are made aware of the status of the directive
- Comments are consolidated before prior to submission
- Deadlines are automated and must be met
- An electronic matrix of comments is build into the system automatically

ATTACHMENT 7

- **Document Type Administrator**

- **Office of Primary Interest (OPI)**

- **Headquarters/Field Elements**

- **Laboratories/M&O Contractor**

- **Delegates**

- **Subject Matter Experts**

Review and Comment System

Document Type Administrator
(Administrative Level, DMTeam)

- Load new draft documents

- Establish global open and close dates
- Manage user accounts and passwords for all
  Directives Point of Contact (DPCs)

Office of Primary Interest (OPI)
(Directive Writer, Level 1)

- Responsible for responding to all major comments from:

  - HQ/Field Elements

  - Subject Matter Experts (SMEs) they designate

HQ/Field Elements
(Directives Point of Contact, Level 2)

- Collect comments from

    - Labs/M&O Contractors

    - Sites that report to them

    - SMEs they designate

- Responsible for assigning Delegates(if needed)

Labs/M&O Contractors
(Directives Point of Contact, Level 3)

- Collect comments from:

  - SMEs at their respective sites
  - any other people they choose to solicit comments from

- Responsible for:

  - reviewing, summarizing, editing, deleting, etc., comments from SMEs at their site prior to submitting to the above level

Delegates
(Directives Point of Contact Delegates, Level 4)

- Responsible for:

   reviewing, summarizing, editing, deleting, etc., comments for the assigned document

Note: they can not submit the comments package to Level 2.

Subject Matter Experts

- Make comments which are being then summarized
  by the DPC at their site

- They log in with their email address by indicating
  the site they wish their comments to be sent.

Review and Comment System

WorkFlow

DMTeam loads document

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Registrants get notified
(Regular Email)

DMTeam

OPI

Responds to comments
Submit comments
package to DMTeam

After Issue Resolution
•Posts directive on
  directives.doe.gov
•Sends it to Hard Copy Distribution

HQ/Field El.

Set due dates
Assign SMEs
Collect Comments
from Labs/M&Os

Labs/M&O

Set due dates
Assign SMEs
Collect Comments
at their sites